

A number of groups/programs are likely to be affected by the types of foods and beverages that can be sold on campus and venues in which they can be sold. The operators of these programs will need to be involved or informed at some point. Below are the basic steps in the process:

1. Determine what school-based groups will be affected and who is in charge of fundraising for each of the groups.
2. Be prepared to identify why the change is happening (e.g., legislation, wellness policy), what is changing, and when the change will occur. Discuss how the school and students will benefit.
3. Be ready to respond to any concerns and to offer support if needed (e.g., lists of compliant products, vendor contact information, lists of alternative fundraising strategies).

School-Based Group (e.g., athletic group, band, associated student body, PTA, etc.)	Contact Person for Fundraising	What is Changing? (e.g., different foods/beverages allowed, fewer vending machines, time allowed)	Date Communicated	Who is Responsible for Making the Change?
	Name: Phone: E-Mail:			
	Name: Phone: E-Mail:			
	Name: Phone: E-Mail:			
	Name: Phone: E-Mail:			
	Name: Phone: E-Mail:			